

**Commonwealth of Virginia  
Department of Housing and Community Development  
Housing and Homeless Assistance Unit**

**COMBINED APPLICATION:  
Application Information and Instructions  
Packet**

**Fiscal Year 2007 (July 1, 2006 to June 30, 2007)  
for the following programs:**

**State Shelter Grant (SSG)  
Federal Shelter Grant (FSG)  
Child Services Coordinator Grant (CSCG)  
Child Care for Homeless Children Program (CCHCP)**

**Applications Must Be Received By:**

**April 7, 2006 by 5:00 P.M.**

**Department of Housing and Community Development  
Housing and Homeless Assistance Office  
The Jackson Center  
501 North Second Street  
Richmond, VA 23219-1321**

**HOUSING AND HOMELESS ASSISTANCE**  
**Funding Application Information and Instructions Packet**  
**For Fiscal Year 2007**  
(July 1, 2006 to June 30, 2007)

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## INTRODUCTION

The Housing and Homeless Assistance Unit of the Virginia Department of Housing and Community Development (DHCD) offers four grants to non-profit agencies and local governments to assist with the costs and services associated with providing shelter and ending homelessness for individuals and families. The four programs offered in this combined application are applicable to emergency shelters, transitional housing programs, domestic violence shelters, winter and day shelters.

All applicants **must** complete the first section of the application, entitled “Applicant Information” and complete each of the required Attachments and Supplemental Information. The rest of the application is divided by program, and only those programs your agency or organization is interested in applying for need to be submitted. An explanation of each program is provided in this Information and Instructions document. A “Definitions” section is provided with the definitions of terms utilized by DHCD.

The following programs are included in this combined application:

- State Shelter Grant (SSG), formerly the Shelter Support Grant
- Federal Shelter Grant (FSG)
- Child Services Coordinator Grant (CSCG)
- Child Care for Homeless Children Program (CCHCP)

Throughout the grant year, recipients of any program will be assessed by DHCD staff through a thorough review of required periodic reports, back-up documentation of eligible expenditures prior to disbursement of grant funds, desk review of programmatic, administrative and financial procedures, and on-site visits.

**The deadline for the receipt of applications and all necessary supplemental information and attachments is 5:00 pm, April 7, 2006. Applications received after this time will not be accepted and funding for those agencies and organizations will be denied.**

### Continuum of Care Groups

In accordance with the US Department of Housing and Urban Development, DHCD is requiring agencies and organizations to be actively involved in their local Continuum of Care (CoC) planning group. Each agency and organization must be certified as “active participants” and as performing a needed and unduplicated service by their CoC Chairperson. Please see Attachment E, on page 11 of the application document, for further explanation and the required form.

### Computer Specifications

DHCD has all forms, applications, and reporting models available electronically from the agency’s website: <http://www.dhcd.virginia.gov>. Therefore, it is essential for every agency to have ready access to a computer, with internet access and email addresses for employees of your organization.

### Application Sessions

The Housing and Homeless Assistance Unit is offering one “How to Apply” workshop in March, for current and prospective grantees, in order to review the format of the combined application and to provide technical assistance to insure accurate completion of the document. Agency representatives may either join in person or via telephone conference. The date for this workshop is:

Richmond  
DHCD Boardroom  
The Jackson Center  
501 North Second Street  
Richmond, VA 23219-1321

March 10, 2006  
10:00 A.M.—NOON

Please fax Laura Tenhundfeld at (804) 371-7091 or email [hhaunit@dhcd.virginia.gov](mailto:hhaunit@dhcd.virginia.gov) and state if you will be attending this session in person or would like to join the conference call.

### **Frequently Asked Questions**

To further aid current and prospective grantees, the Housing and Homeless Assistance Unit will have additional information related to the homeless assistance programs and application on the DHCD website:

[http://www.dhcd.virginia.gov/HOUSING/Homeless\\_Shelter\\_Support\\_Programs.htm](http://www.dhcd.virginia.gov/HOUSING/Homeless_Shelter_Support_Programs.htm)

Submit questions to: [hhaunit@dhcd.virginia.gov](mailto:hhaunit@dhcd.virginia.gov)

### **Notice of Funding and Grant Agreements**

Review of applications will occur between April 7 and May 31, 2006. Applications will be reviewed for completeness and accuracy by a panel of reviewers.

Notifications of funding will be made by June 1, 2006. DHCD recommends that at least one person involved with each program participate in the “How to Apply” workshop. Please note that all awards under any of the four programs included in this application are contingent upon availability of funding.

### **Quarterly Reports**

In order to maintain funding, organizations **must** electronically submit quarterly reports to DHCD by the 10<sup>th</sup> of the month due. Late, incomplete or inaccurate information is grounds for delays in payments and/or termination of the grant agreement.

For Fiscal Year 2007 (July 1, 2006 through June 30, 2007), the due dates for all quarterly reports for all four programs are:

YTD First Quarter:	July 1-September 30, 2006	Report Due: October 10, 2006
YTD Second Quarter:	July 1-December 31, 2006	Report Due: January 10, 2007
YTD Third Quarter:	July 1-March 31, 2007	Report Due: April 10, 2007
YTD Fourth Quarter:	July 1-June 30, 2007	Report Due: July 10, 2007

**Calendar FY 2006**

Application Release Date	February 17, 2006
How to Apply Workshop: Richmond	March 10, 2006
Deadline for Application Submissions	Friday, April 7, 2006 DHCD The Jackson Center 501 North Second Street Richmond, VA 23219-1321
Notification of Funding	June 1, 2006
Funding Year Begins	July 1, 2006
Quarterly Reports Due	October 10, 2006
Quarterly Reports Due	January 10, 2007
Quarterly Reports Due	April 10, 2007
Quarterly Reports Due	July 10, 2007
Funding Year Ends	June 30, 2007

## APPLICATION INSTRUCTIONS

### General Directions

1. Review the program guidelines and requirements for eligibility information specific to each of the four programs included in this application before you complete the application. **Inaccurate and/or incomplete information will result in denial of funding.**
2. All applicants must complete Section 1, and provide the necessary supplemental information and applicable Attachments.
3. Sections 2-4 are specific to each program; therefore, only the sections pertaining to those programs applied for need to be submitted. Program descriptions for SSG, FSG, CSCG, and CCHCP are in this Information and Instructions document. These explanations include sections entitled “Eligible Activities,” “Eligible Applicants,” “Outcome Targets,” “Future Priorities” or “Priority Considerations,” “Match,” and “Ineligible Activities.” Please refer to these sections to determine the eligibility of your organization for funding consideration.
4. Please refer to the Definitions section for an explanation of the terms used in the application.

### Completing the Application (Microsoft Word Document)

1. Download a copy of the application document. Use the “Save As” function under “File” to save a copy on your computer.
2. The application is a Word document and must be completed on your computer; the gray areas indicate “form fields” where information is entered.
3. There are three types of form fields used in the application document: text, check box, and drop-down box. The form field functions may be practiced on this Information and Instructions document by saving this document and following the instructions below:
  - a. **text form fields** \_\_\_\_\_ (left click with your mouse on the shaded box and type words or numbers)
  - b. **check box form fields** ☐ (left click on the box to check; click again to uncheck)
  - c. **drop-down box** Example (left click on the arrow to show a menu of options and click the appropriate option)
4. Every page of the application that needs to be returned to DHCD has this text form field located in the upper right hand corner: **Applicant:** \_\_\_\_\_. Fill in the FULL, LEGAL name of your agency on each page you submit.
5. You may find that you cannot enter as much data as you would like. Each field has a set character length; brevity and concise language are encouraged!

6. When all the form fields are completed, print a copy of your application.
7. Remember that certain portions of the application must be signed.
8. Compile the printed, completed application and supplemental information in the order requested, embedding supplemental information, including narratives, within the application where requested.

## **Narratives**

Where narratives are required, the following criteria must be applied:

1. Size 12, Times New Roman font
2. 1 inch margins
3. Single spaced
4. Stay within the specified page limit
5. Type agency name on the upper right hand corner of each page
6. Specify which narrative each attachment represents

## **Format**

All aspects of the application must be completed using a computer with the exception of original signatures. Two unbound packets of application materials (ORIGINAL and COPY) are required in the following order:

### **SECTION 1** *(everyone must complete this section)*

1. Section 1: Checklist
2. Section 1: Application Information
3. Section 1: Program Narrative
4. Section 1: Facility Information
5. Section 1: Attachments in alphabetical order
6. Section 1: Supplemental Information (see page 5 of the Application Document)

### **SECTION 2** *(only if applying for SSG and/or FSG)*

7. Section 2: SSG and FSG Application
8. Section 2: SSG and FSG Narrative
9. Section 2: SSG and FSG Certification for Local Approval (Nonprofit only)

### **SECTION 3** *(only if applying for CSCG)*

10. Section 3: CSCG Application
11. Section 3: CSCG Narrative
12. Section 3: CSCG Budget Forms

### **SECTION 4** *(only if applying for CCHCP)*

13. Section 4: CCHCP Application
14. Section 4: CCHCP Narrative

### **Submission Deadline**

1. The application for any or all of the programs included in this application is due in the DHCD offices of the Jackson Center no later than April 7, 2006 at 5:00 pm.
2. This requirement is firm as to place, date, and time.
3. **Applications received after this date will not be accepted and funding for those organizations will be denied.**
4. No applications will be accepted by facsimile or electronically.
5. If hand delivering the application, you must bring it to the DHCD main entrance on the first floor, and ask to receive a receipt.
6. Send one original and one copy of all required documents to:

Laura Tenhundfeld  
Department of Housing and Community Development  
The Jackson Center  
501 North Second Street  
Richmond, Virginia 23219-1321



## DEFINITIONS

The words and terms listed, when used in these guidelines, shall have the following meaning unless the context clearly indicates otherwise.

<b>Applicant</b>	an incorporated nonprofit organization or unit of local government that makes application for funds under this program.
<b>Application</b>	the written request for grant funding under this program.
<b>Capacity</b>	the maximum number of full-year resident beds at a facility available for use by the homeless as approved by the local building official.
<b>CCHCP</b>	the Child Care for Homeless Children Program, funded through the Child Care and Development Block Grant.
<b>CoC</b>	Continuum of Care
<b>Chronic Homelessness</b>	An <b>unaccompanied</b> homeless individual with a disabling condition who has either: (a) been continuously homeless for a year or more OR (b) has had a least 4 episodes of homelessness in the past 3 years.
<b>CSCG</b>	the Child Services Coordinator Grant.
<b>DHCD/Department</b>	the Virginia Department of Housing and Community Development.
<b>Day Shelter</b>	a drop-in service center with no overnight accommodation.
<b>Emergency Shelter</b>	short-term accommodation of <b>less than six months</b> for homeless individuals and families. They are generally dormitory style for single adults or shared apartments for families. The goals of emergency shelter are to resolve immediate crises, assess participants' needs and assist them to access appropriate housing, social services, health and employment resources. Emergency shelters provide meals, sleeping accommodations and help accessing Medicaid, SSI, transportation, DV services and mental health/substance abuse treatment.
<b>FSG</b>	the Federal Shelter Grant, funded through the U.S. Department of Housing and Urban Development.
<b>Facility</b>	all or any portion of buildings, structures, cities, complexes, equipment, rolling stock or other conveyances, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located.
<b>Grant Year 2007</b>	July 1, 2006 through June 30, 2007.
<b>Grant Agreement</b>	the contract between DHCD and the Project Sponsor containing the terms and conditions provided for within a specific program.
<b>HUD</b>	the U. S. Department of Housing and Urban Development.
<b>HQS</b>	Housing Quality Standards, a set of structural and maintenance standards established by the U. S. Department of Housing and Urban Development.
<b>Habitability Standards</b>	a set of structural, maintenance and environmental standards established by the U. S. Department of Housing and Urban Development.

<b>Handicapped Accessibility</b>	the absence of architectural or communication barriers which restrict full access to a facility by an individual with a physical or mental impairment.
<b>Homeless</b>	<ol style="list-style-type: none"> <li>1. An individual or family which lacks a fixed, regular, and adequate nighttime residence: or</li> <li>2. An individual or family which has a primary nighttime residence that is: <ol style="list-style-type: none"> <li>(a) A supervised publicly or privately operated shelter designed to provide temporary living conditions (including welfare hotels, congregate shelters, and transitional housing for persons with mental illness:</li> <li>(b) An institution that provides a temporary residence for individuals intended to be institutionalized: or</li> <li>(c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol> </li> <li>3. The term <u>does not</u> include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.</li> <li>4. The term <u>does not</u> include any individual or family living in structures that are not physically sound, or those who are living with friends or family in a structure meant to house one family or individual (doubled-up or overcrowded conditions).</li> <li>5. The term <u>does not</u> apply to those are who considered at imminent danger of becoming homeless due to eviction or foreclosure. If eviction or foreclosure occurs, the individual or family may be considered homeless if there are no other housing resources available to them.</li> </ol>
<b>Homeless Facility</b>	a structure used as an emergency shelter, transitional housing, winter shelter, or day shelter.
<b>Local Approval</b>	endorsement of a project proposed by a nonprofit organization by an authorized local government official.
<b>Locality</b>	a city, county, or town located within the Commonwealth of Virginia.
<b>Maintenance</b>	routine repairs to a building or property to assure its continued safe, sanitary, and energy-efficient use.
<b>Permanent Housing</b>	a home or apartment, including Section 8, Single Room Occupancy Facilities (SRO) or Public Housing, in which the household plans to stay for a period of time.
<b>Project Sponsor</b>	a non-profit organization or local government providing housing and services for homeless families and individuals receiving state and/or federal funds through the Virginia Department of Housing and Community Development to assist with these activities.
<b>Rehabilitation</b>	substantial physical improvements/repairs to a facility which will secure it structurally; correct building, health, or fire safety code defects; increase energy efficiency; and assure safe and sanitary occupancy.
<b>Service Area</b>	the geographic area or jurisdiction served by a nonprofit organization or a local government Project Sponsor.

<b>Supportive Services</b>	<p>Assistance that:</p> <ol style="list-style-type: none"> <li>1. Addresses the special needs of eligible persons; and</li> <li>2. Provides appropriate services or assists such persons in obtaining appropriate services, including health care, mental health treatment, alcohol and other substance abuse services, child care services, case management services, counseling, supervision, education, job training, and other services essential for achieving and maintaining independent living.</li> </ol> <p>(Inpatient acute hospital care does not qualify as a supportive service.)</p>
<b>SSG</b>	State Shelter Grant.
<b>Transitional Housing</b>	<p>Housing for homeless individuals and families intended to help residents build the skills and access the resources to move to permanent housing or permanent supportive housing within a period of <b>between six and twenty-four months</b>. Single adults may have private or shared rooms. Families generally have private apartments or at least have private sleeping quarters. Residents of transitional housing are provided with meals, accommodation and assistance accessing housing, employment, health and human services as well as public benefits and entitlements. Life skills training and assistance with transportation, child care and other services are provided.</p>
<b>Winter Shelter</b>	<p>Seasonal facilities open during inclement months of the year, providing, at a minimum, beds and food to homeless persons. Other supportive services may be offered.</p>

## Section 2: State Shelter Grant (SSG) and Federal Shelter Grant (FSG) PROGRAM GUIDELINES AND REQUIREMENTS

### **State Shelter Grant (SSG)**

#### Eligible Activities

SSG offers grants for (1) rehabilitation, repair and improvements to bring facilities presently in use for housing homeless persons into compliance with State and local health and building codes, (2) costs of administration and operation of programs for the homeless that include a housing component, and (3) provision of supportive services for the homeless that do not duplicate or supplant existing local services. *(Please see “Definitions” for a description of supportive services.)*

Applicants for all emergency shelter programs, excluding winter shelters only, are required to offer intake, case management and information and referral services at a minimum. Recipients of SSG funds may give preference to homeless persons who resided in their service area prior to becoming homeless. However, it is expected that any bona fide homeless person meeting the emergency shelter or transitional housing program’s admission criteria will be provided shelter and services if space is available, with no consideration to previous residency status or last address. Providers of emergency shelter for victims of domestic violence who receive funds through SSG must shelter other homeless women and children on an emergency basis if space is available.

#### Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia who provide emergency shelter and/or transitional housing for homeless persons within the Commonwealth of Virginia.

At a minimum, all facilities assisted with SSG must meet the U. S. Department of Housing and Urban Development’s Section 8 Housing Quality Standards and habitability standards. Staff will contact applicants who have not previously received SSG funds to schedule a facility tour prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

#### Outcome Targets

- 30% of households exiting Emergency or Domestic Violence Shelters move to permanent housing
- 75% of households exiting Transitional Housing move to permanent housing

#### Future Priorities

Beginning with the next year’s application, FY 2008 (July 1, 2007 to June 30, 2008), DHCD may begin to give priority consideration to applicants who demonstrate through

past performance or anticipated projects, a shifting focus towards Housing First models or other innovative techniques to decrease reliance on emergency shelters.

#### Match

Recipients of SSG funds are required to provide a dollar-for-dollar match.

#### Ineligible Activities

SSG funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- provision of day shelter services with no overnight accommodations;
- provision of shelter or services to persons other than those who are homeless;
- provision of emergency shelter for the homeless where clients are charged a fee or rent, required to make a donation or other compensation to receive shelter or services;
- provision of transitional housing where rents exceed 30% of the resident's income;
- provision of transitional housing where annual income from rents exceeds 50% of the organization's total budget for the transitional housing program;
- to acquire real property (buildings, land and structures), including mortgage payments;
- for homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits; and
- provision of shelter beds for which third-party payments are received, including per diem payments from other State agencies and beds set-aside under a purchase of service contract.

Awards are noncompetitive for FY 07 and are determined based on the number of eligible beds the applicant provides for homeless persons, as approved by the local building official, pro-rated for the number of months the facility will be used to house homeless persons. **FYI - This funding formula will be changing beginning FY 08.**

#### **Federal Shelter Grant (FSG)**

##### Eligible Activities

Through this application, FSG offers grants for the costs of operations of programs for the homeless, and staff costs for operations of facilities that do not exceed ten percent (10%) of the FSG award.

##### Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in **non-entitlement** jurisdictions in Virginia who provide emergency shelter, transitional housing and/or day shelter programs for homeless persons within the Commonwealth of Virginia. *Applicants facilities located in any of the U. S. Department of Housing and Urban Development (HUD) designated entitlement cities of Norfolk, Portsmouth,*

*Richmond, Roanoke and Virginia Beach and entitlement counties of Arlington, Fairfax, and Prince William are not eligible for FSG funding.*

If you are applying for funding for a transitional housing facility, and are receiving funds from one of the following, you are not eligible to apply for FSG:

- HUD Supportive Housing Program grant for operations
- Section 8 Program rental subsidy
- other governmental rental subsidy

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences. Recipients must abide by the requirements detailed in the *Federal Register Part II CFR Part 576*, the Housing and Community Development Act of 1992, regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations.

At a minimum, all facilities assisted with FSG must meet HUD Section 8 Housing Quality Standards and habitability standards. Staff will contact applicants who have not previously received FSG funds to schedule a facility tour prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

#### Future Priorities

Beginning with the next application, FY 2008 (July 1, 2007 to June 30, 2008), DHCD may begin to give priority consideration to applicants who demonstrate through past performance or anticipated projects, a shifting focus towards Housing First models or other innovative techniques to decrease reliance on emergency shelters.

#### Match

Recipients of FSG funds are required to provide a dollar-for-dollar match.

#### Ineligible Activities

FSG funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- provision of shelter or services to persons other than those who are homeless;
- provision of emergency shelter for the homeless where clients are charged a fee or rent, required to make a donation or other compensation to receive shelter or services;
- provision of transitional housing program receiving a HUD Supportive Housing Program grant for operations, Section 8 Program subsidy or any other governmental rental subsidy;
- provision of transitional housing where rents exceed 30% of the resident's income;

- provision of transitional housing where annual income from rents exceeds 50% of the organization's total budget for the transitional housing program;
- to acquire real property (buildings, land and structures), including mortgage payments;
- for building conversion or shelter renovation, rehabilitation or repair, or the fees associated with these activities;
- for homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits; and
- provision of shelter beds for which third-party payments are received, including per diem payments from other State agencies and beds set-aside under a purchase of service contract.

Per bed awards for operations are noncompetitive and are determined based on the number of eligible beds the applicant provides for homeless persons, pro-rated for the number of months the facility will be used to house homeless persons, or a percentage (50%) of the average daily attendance at day shelter programs.

Please direct questions related to the SSG or FSG application or programmatic information to:

Region 1: (Planning Districts 1 – 7, 15 and 16)

Joe Speidel

[joe.speidel@dhcd.virginia.gov](mailto:joe.speidel@dhcd.virginia.gov)

(804) 371-7175

Region 2: (Planning Districts 8 – 11)

Felicia Thomas

[felicia.thomas@dhcd.virginia.gov](mailto:felicia.thomas@dhcd.virginia.gov)

(804) 371-7119

Region 3 (Planning Districts 12 – 14, 17 – 19, 22, 23)

Harry Miles (“Miles”)

[harry.miles@dhcd.virginia.gov](mailto:harry.miles@dhcd.virginia.gov)

(804) 225-3112

### Section 3: Child Services Coordinator Grant (CSCG)

#### **PROGRAM GUIDELINES AND REQUIREMENTS**

##### Eligible Activities

CSCG offers grants for salary support for coordinators of services for children in emergency shelter and transitional housing programs. At a minimum Child Service Coordinators ensure each child in the facility

- receives a physical health screening or assessment and are referred for treatment if necessary,
- all school-age children are enrolled and attend school, and
- children over the age of five receive a mental health screenings or assessment and are referred for treatment if necessary.

Awards for a full-time coordinator position (40 hours per week) will not exceed \$26,250; awards for a part-time coordinator position (20 hours per week) will not exceed \$13,125.

##### Eligible Applicants

- Eligible applicants are incorporated nonprofit organizations and local governments in Virginia who provide emergency shelter or transitional housing for homeless families with children within the Commonwealth of Virginia.
- Agencies must be able to provide evidence the child services coordinator is employed by August 1, 2006, or funding will be reduced.
- Emergency shelters must provide evidence an average of 5 new children are admitted into the shelter each month.
- Transitional housing programs must provide evidence an average of 20 children are in residence each month.
- DHCD staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

##### Outcomes Targets

- 30% of children served in Emergency or Domestic Violence Shelter receive a health screening or assessment by professional staff and that referrals are made for any necessary treatment
- 75% of children served in Transitional Housing receive a health screening or assessment by professional staff and that referrals are made for necessary treatment,
- 30% of children over the age of five who are served in an emergency shelter receive a mental health screening or assessment by professional staff and referred to mental health agency made when necessary,
- 75% of children over the age of five in transitional housing receive a professional mental health screening or assessment by professional staff and are referred to a mental health agency when necessary.



### Priority Considerations

Due to limited funding emergency shelters will be given priority, but transitional housing programs with high numbers of children may also be funded.

### Match

There is no match requirement. However, recipients of CSCG funds may use other resources to supplement the coordinator's salary.

### Ineligible Activities

CSCG funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- purchase of resource materials, educational materials, publications or other literature;
- purchase of child care services for homeless children;
- Full time Child Service Coordinators can not to be used to provide child care services; general recreation activities, or transportation drivers, etc.
- Part-time Child Services Coordinators are expected to work at least 20 hours per week on related activities. If their job duties are split, their remaining hours may be spent doing other duties.
- provision of general administrative and programmatic support functions to the shelter by the Child Services Coordinator;
- purchase of equipment of any kind;
- operational costs, including travel; and
- administrative costs.

Please direct questions related to the CSCG application or programmatic information to:

Region 1: (Planning Districts 1 – 7, 15 and 16)

Joe Speidel

[joe.speidel@dhcd.virginia.gov](mailto:joe.speidel@dhcd.virginia.gov)

(804) 371-7175

Region 2: (Planning Districts 8 – 11)

Felicia Thomas

[felicia.thomas@dhcd.virginia.gov](mailto:felicia.thomas@dhcd.virginia.gov)

(804) 371-7119

Region 3 (Planning Districts 12 – 14, 17 – 19, 22, 23)

Harry Miles ("Miles")

[harry.miles@dhcd.virginia.gov](mailto:harry.miles@dhcd.virginia.gov)

(804) 225-3112

## Section 4: Child Care for Homeless Children Program (CCHCP) **PROGRAM GUIDELINES AND REQUIREMENTS**

### Eligible Activities

CCHCP offers grants for assistance with the costs of child care for homeless children residing in emergency shelter and transitional housing facilities. CCHCP recipient agencies may only use child care providers that are licensed by the Virginia Department of Social Services. Additionally, the funds may only be used for child care providers that are on the DSS list of eligible providers in the service area.

Parents of homeless children receiving assistance with the costs of child care must be employed or in a job training or educational program. Assistance may be provided for a limited time while seeking employment. There is no match requirement for a CCHCP recipient. However, CCHCP requires that parents with income pay a portion of the child care costs equal to ten percent (10%) of monthly gross income or \$25, whichever is greater, regardless of the number of children accessing child care, the number of hours of child care needed for the month, or the cost of the child care.

### Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia who provide emergency shelter and/or transitional housing for homeless families with children within the Commonwealth of Virginia. Staff will contact applicants who have not previously received homeless assistance funds through the Department to schedule a site visit prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision. Recipients of CCHCP funds must abide by the requirements detailed in the *Federal Register, Part 45 CFR Parts 98 and 99*.

**There will be no set-aside pool in Fiscal Year 2007**

**Due to limited funds, awards will be based on past usage, demonstrated need, and children served. All SSG award recipients will be eligible for this funding.**

### Outcome Targets

- 100% of eligible low-income families in homeless shelters who need child care to support employment will receive it, subject to available funding.
- 60% of households who receive child care have at least one parent employed when exiting the shelter
- 85% of households who enter the shelter with employment have maintained employment when leaving the shelter through the provision of child care.
- 30% of households that receive child care services move to permanent housing when exiting the shelter

### Match

There is no required match.

### Ineligible Activities

CCHCP funds may not be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- payments to homeless parents for child care costs or other costs;
- purchase of child care services for homeless children exceeding the market rate for the locality as established by the Virginia Department of Social Services; and
- payment of the entire costs of child care for parents with income.

Federally funded through the Child Care and Development Block Grant, CCHCP is implemented by an interagency agreement with the Virginia Department of Social Services. CCHCP is operated on a reimbursement basis on a monthly or quarterly schedule based on the preference of the recipient organization. An advance of 30 days of eligible child care expenses may be available to organizations who received CCHCP funds in fiscal year 2006 that have restricted cash flows or another justified need. This request may be made at the time a notification of award is received.

Please direct questions related to the CCHCP application or programmatic information to:

Region 1: (Planning Districts 1 – 7, 15 and 16)

Joe Speidel

[joe.speidel@dhcd.virginia.gov](mailto:joe.speidel@dhcd.virginia.gov)

(804)371-7175

Region 2: (Planning Districts 8 – 11)

Felicia Thomas

[felicia.thomas@dhcd.virginia.gov](mailto:felicia.thomas@dhcd.virginia.gov)

(804)371-7119

Region 3 (Planning Districts 12 – 14, 17 – 19, 22, 23 and all HOPWA Grantees)

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